Google Docs BETA **Rapid Reference**: Introduction to Google Documents

Getting Started

Sign into GoogleDocs

1. Go to http://docs.google.com

Please Note: You must have a Gmail account

Creating and Editing a Document: The Basics

1. Click on **New** ---> **Document**

2. From the **Edit** tab, you can click on a variety of options that will change the way your text will look:

The **Undo** button (Left) will undo the last thing that you have altered in your document (Ex. Adding or deleting text or an image). The **Redo** button (Right) will restore it.

The **Cut** button (Left) will delete the last thing that you have altered in your document. The **Copy** button (Middle) will copy any highlighted item onto your Clipboard. The **Paste** button (Right) will paste the last thing you have copied onto your document.

The **Link** button enables you to create a hyperlink in your document that will bring your readers to a webpage that you specify.

The **Numbered List** button (Left) allows you to create an ordered list sorted in numerical order. The **Bulleted List** button (Right) permits you to make an unordered list.

The **Indent Less** button will gradually remove any indentation that you have inserted. The **Indent More** button will slowly add indentation to highlighted lines.

The **Quote** button lets you insert a block quote into your text.

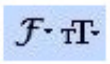
The **Align Left** button is selected by default and aligns your text with the left margin. You may also align your text in the center with the **Align Center** button or with the right margin by clicking the **Align Right** button.

The **Remove Formatting** button will erase all of the formatting changes that you have made to your document since it was last saved (Ex. Adding indentation or changing the alignment).

Changing Text Format

From the **Edit** tab, you may also change the format of your text:

The **Bold** button bolds highlighted text, while the **Italic** button italicizes selected text and the **Underline** button underlines it.



The **Font** button will change the font of any highlighted text. The **Size** button will change the size of all selected text.

The **Text Color** button will change the color of any highlighted text to one of your choice. The **Highlight Color** button will place a highlight in any color behind your original text.

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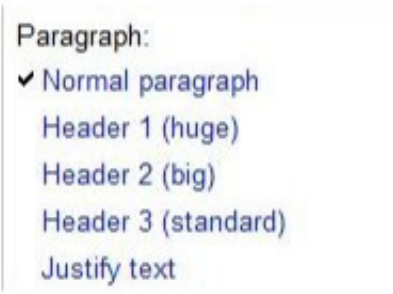
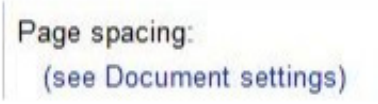
Editing a Document: Advanced

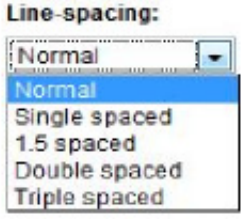
If you click on the **Style** button from the **Edit** tab, you are presented with the following options:



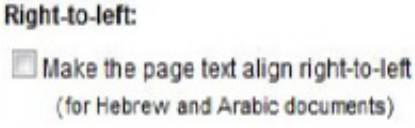
The **Normal paragraph** option is checked by default and allows you to type normally. **Header 1**, **Header 2**, and **Header 3** will make any highlighted text larger than what you have typed, which is an easy way to create a header for your document. **Justify text** will align the left margin.



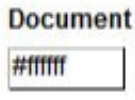
The **Page spacing** option will take you to **Document settings**, where you can:



- Change the spacing between your lines with the **Line-spacing** option.



- Make your text align right-to-left with the **Right-to-left** option.



- Change the color of the background of your document with the **Document Background Color** option

You may also change your font and font size in **Document Settings**.

Adding Extras

From the **Insert** tab, you can perform any one of the following actions:

The **Image** button allows you to insert an image from your computer or from the web into your document.

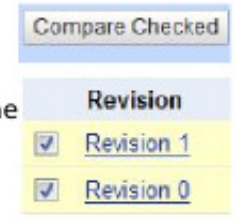
The **Comment** button enables you to add helpful annotations to your document.

The **Separator tab** lets you place a **Page break** or a **Horizonal line** into your document to serve a content divider.

From the **Insert** tab, you may also add a **Link**, a **Table**, or a **Bookmark** to your document or insert a **Special character**.

Finishing Up

From the **Revisions** tab, you can view a record of all the changes that you have made to your document.



You can also compare your previous revisions with your current document using the **Compare** button. Simply click on the empty box next to any of the revisions you want to check and click **Compare Checked**.

The **Preview** button enables you to view your document as it will look when it is printed out.

The **Print** option lets you print your document in portrait or landscape format and add page numbers to your work.

The **Email** button allows you to e-mail a message to anyone you wish, attaching your document to the e-mail itself or pasting its contents directly into the e-mail.

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Collaboration

The **Share** button lets you invite others to view your finished document by e-mailing a copy to them. If you wish, these people may also invite more individuals to see your work.

With the **Publish** button, GoogleDocs will publish your document to the Internet, where you can provide anyone you wish with its URL. You can also post your work to your blog.

From the **File** option, you can create a **New** document or **Rename** your current one. You can also **Copy** or **Delete** all of your progress. Additionally, you may choose **Save copy as a presentation**, which will make your document into a GoogleDocs Presentation, or **Export** your document, which will reformat it into a zipped **HTML** file, an **RTF**, a Microsoft **Word** document, an **OpenOffice** document, a **PDF**, or a **Text** file. Finally, you can check your **Word Count** or **Find and replace** specific words or phrases in your document.

Help

If you have additional questions about **GoogleDocs in general**, please feel free to contact Instructional Technologies at **x7489**. For **GoogleDocs support issues**, contact Google at: **http://docs.google.com/support/**